

# Private Archives and Their Role in Preserving the Nations Memory

**ABDULMOHSIN SAID SULTAN AL-HINAI, MR.**

Director General of Records Organization, National Records and Archives Authority - NRAA, Muscat, Oman  
e-mail: abdul@nraa.gov.om

## Private Archives and Their Role in Preserving the Nations Memory

### ABSTRACT

Private archives are an indispensable complement to public archives. With the records they store, protect and preserve, they represent nations memory, an important source of information and add value, validity and integrity to certain information and data. The paper discusses a few obstacles and problems private archives face, from disunity of the definitions of the term private archives in the first place, to not receiving proper support from the government and lack of expert knowledge and modern technologies. The National Records and Archives Authority (NRAA) is working on awareness of the importance of private records, private archives and cooperation between public and private archives, with official visits and direct contact, education seminars, awareness campaigns, annual ceremonies etc. Building and upgrading such collaboration in compliance with international standards and state regulations would result in permanent preservation of archival records, which represent a source for scientific research and an advantage to be taken of by creators itself, public and the state.

**Key words:** private archive, private records, the Sultanate of Oman, nation's memory

## Gli archivi private ed il loro ruolo nella conservazione della memoria nazionale

### SINTESI

Gli archivi privati sono un complemento indispensabile per gli archivi pubblici. Con i loro documenti conservano, proteggono e preservano, rappresentano la memoria delle nazioni, un'importante fonte di informazioni e aggiungono valore, validità e integrità a determinate informazioni e dati. Il presente lavoro discute di alcuni ostacoli e problemi che gli archivi privati devono affrontare, dalla disunione delle definizioni del termine "archivi privati" in primo luogo, al non ricevere un adeguato sostegno da parte del governo ed alla mancanza di conoscenze specialistiche e tecnologie moderne. La National Records and Archives Authority (NRAA) sta lavorando alla consapevolezza dell'importanza dei registri privati, degli archivi privati e della cooperazione tra archivi pubblici e privati, per il tramite di visite ufficiali e contatti diretti, seminari di formazione, campagne di sensibilizzazione, cerimonie annuali ecc. Costruire e portare avanti tale collaborazione in conformità con gli standard internazionali e le norme statali comporterebbe la conservazione permanente dei registri d'archivio, che rappresentano una fonte per la ricerca scientifica e un vantaggio per i creatori stessi, il pubblico e lo stato.

**Parole chiave:** archivi privati, documenti privati, Sultanato dell'Oman, memoria nazionale

## Zasebni arhivi in njihova vloga pri ohranjanju nacionalnega spomina

### IZVLEČEK

Zasebni arhivi so nepogrešljivo dopolnilo javnim arhivom. Z zapisi in gradivom, ki ga skladiščijo, ščitijo in trajno hranijo, predstavljajo spomin naroda, pomemben vir informacij in dodajajo vrednost, veljavnost in celovitost nekaterim informacijam in podatkom. V prispevku je predstavljenih nekaj ovir in težav s katerimi se soočajo zasebni arhivi, od neskladnosti različnih definicij samega izraza zasebni arhiv, do prejemanja nezadostne in neustrezne podpore s strani države in pomanjkanja strokovnega znanja in sodobnih tehnologij. The National Records and Archives Authority (NRAA) se zaveda pomena zasebnega gradiva in evidenc, zasebnih arhivov ter sodelovanja med javnimi in zasebnimi arhivi. Celotno arhivsko skupnost ter širšo javnost poskuša ozavestiti o navedenih problemih ter pomembnosti gradiva, ki ga take institucije hranijo, z uradnimi obiski in neposrednim kontaktom, izobraževalnimi seminarji, kampanjami za ozaveščanje, letnimi svečanostmi itd. Gradnja in nadgradnja takšnega sodelovanja v skladu z mednarodnimi standardi in državnimi predpisi rezultira v trajnem in pravilnem arhiviranju, kar omogoča uporabo gradiva kot vir znanstvenih raziskav in predstavlja prednost, ki jo lahko izkoristijo tako ustvarjalci sami, javnost in država.

**Ključne besede:** privatni arhiv, zasebno gradivo, Sultanat Oman, narodni spomin

## نبذة مختصرة

المحفوظات الخاصة لا غنى عنها للأرشيفات العامة، فمع السجلات التي يتم تخزينها وحمايتها وحفظها، فإنها تمثل ذاكرة الدول ومصدرًا هامًا للمعلومات وتضيف قيمة وصحة وسلامة المعلومات وبيانات معينة. تناقش هذه الورقة بعض العقبات والمشاكل التي تواجهها الأرشيفات الخاصة، من عدم فهم تعريف مصطلح الأرشيفات الخاصة في المقام الأول، إلى عدم تلقي الدعم المناسب من الحكومة ونقص المعرفة والتقنيات الحديثة. تعمل هيئة الوثائق والمحفوظات الوطنية على التوعية بأهمية الأرشيفات الخاصة وتتعاون مع الأرشيفات الخاصة، وذلك من خلال الزيارات الرسمية والتواصل المباشر، والندوات التعليمية، وحملات التوعية، والاحتفالات السنوية.. الخ. هذا التعاون يتمثل وفق المعايير الدولية ولوائح الدولة والذي يؤدي إلى الحفاظ الدائم على السجلات الأرشيفية التي تمثل مصدرا للبحث العلمي والفوائد التي سيحققها المنشؤون أنفسهم والعموم والدولة.

الكلمات المفتاحية: الأرشيف الخاص، السجلات الخاصة، سلطنة عمان، ذاكرة الأمة

## Defining Private Archives

Private archives in the possession of natural or juridical persons create records in context of public functions, which are held by individuals, families, associations, unions, political parties or other private institutions and organizations. On other hand, private archives are an indispensable complement to public archives. They represent sources of information and add value, validity and integrity to certain information or data. In order to prove the verity of the content extracted from the records from a public archive, the researcher often finds himself forced to compare it with other sources of information such as records from private archives.

There are several definitions defining private archives and are used by experts in archival sciences, archival institutions and archival societies, such as the International Council on Archive (ICA), the Society of American Archivist and others. International Council on Archive (ICA) defines private archive as "informal sourced" documents that have been formed by non-governmental organizations, private institutions or some other organization (Walne, 1988: p. 356). The Society of American Archivist defines private archive as informal sourced archive material, which is perceived as documented, acquired or received material by an individual in the course of his or her affairs and is preserved in its original order. There is no article regarding the Turkey Archival law and related to the private archive. The state service defined the private archives as the archives consisting of similar documents that natural and legal persons have, except for public institutions and organization. (Yusuf Yalcin & Methap Akgum). Records and Archive Law in Oman was established in 2007 by Royal Decree No 60/2007. With a customized chapter number 5 for Private Records, from article 32 to 40, it specified the relation between the National Record and Archives Authority - NRAA and the owner of a private archive and private records. In addition, the article 40 specifies, that no private records are of public interest and shall not be taken abroad permanently nor temporarily, unless a written permission is obtained from the Authorities. The main objective to that is a recognition of how the private archive or private records are important as a partner to the public archive, the nation's memory of state and the person. Scientist who wrote about private archive and archives in general find it necessary to define their terminology to ensure a common basis for definition on

that discussion and understanding. Private archive from their views generally define records created by individuals and other corporate entities.

Jenkinson and Schellnberg define archives in a way, which in fact, denies “archival status” for private archives and assert that archival principles do not apply to private archives. Therefore, when talking about a private archive today, we are referred to private manuscripts, historical manuscripts collections by the archival experts. The terminology of private archives contains several problems for the archivist today, considering the impact and influence of their thought on archives.

Private archives typically include the fonds of individual persons, families, non-profit organizations, etc. On the other hand, public archives, libraries, museums, art galleries and other cultural and heritage institutions often acquire such as part of their mandate and receive more support, attention and consideration.

Archive has several potentially confusing definitions. The terms can refer to an organization that holds records whether public or private, libraries, it can also apply for records documenting the past activities of institutions or an individual. In addition, it can also refer to a single records of historical significance.

### Cooperation between private archives and public archives

Private archive is one of the important tool that contributes to the protection of the nation’s memory, perhaps within a public archive, and to the protection of the country’s welfare. Archives that don’t get support and protection from the state could possibly lose their documents and might even exploited them illegally or for illegal purposes. The documents in the government institutions (public archives) are important as they carry evidence in the first degree and can be used and operated with. However, that is not enough for objective judgement, based just on a search of these documents. Some of the private archives have indispensable documents that are not available in the public archives. For example, veteran’s documents or private passports related to famous characters or individuals, church documents, societies, clubs, banks and other state or public commercial body. These private documents are generally stored in the private archives, association or institutions that provide public and forefront activities in the society. On the other side, not all documents stored in the private archives have a true or any value within public archives. Sometimes public archives might store documents related to the individual person or body that have private archives don’t, which means, public and private archives are indispensable to each other.

Conservation of documents must follow instructions, certain procedures and regulations. We can find private archives that do not have the ability and environment to maintain documents in good condition. The cooperation between private and public archives must be implemented in different fields, such as digitalization, restoration and by following the international standard. Public archives have many tasks to keep documents and must enact the laws and regulation that protects the documents.

Unfortunately, in some countries, especially those which do not have suitable infrastructure for archives, they do not have enough consciousness for protecting the private. Awareness on the importance of the records being available for public, is not getting higher, since some individuals or families do not agree to present their personal records to public. That leads us to the question if there is any benefit of preserving these documents in such archives if they are not intended to be open for public and scientific research. In this regard, it is useful for all the owners of such documents in private archives with special historical, scientific or natural importance, to deposit a copy of it in a public archive. That guarantees the necessary condition of it for the storage, protection and permanent preservation. Then it can be open for public and used in publications, for an exhibition or any other formal activity. Use of the archival records must be in coordination with the private archive. In addition to the above and in anticipation of such practices, all individuals and institutions should recognize that private archives contribute to enhancement of the role of the document in preserving and enriching collective memory, as well as perpetuating the name, memory and path of the archive producer.

When private archives owners decide to establish their own official unit, it is important to contact the public archives in order to receive the basic information and to get the basic requirements to establish an archive. Some national archives already share this information on their websites as directory. For example, National Archives of Australia, has put the source of information about establishment of Austral-

ian archives and what they collect in the *Directory of Archives* published by Australian Society of Archivist at [www.archivist.org.au](http://www.archivist.org.au).

Policy for developing archives is the basic requirement and first step ought to establish a private archive, in order to prepare an encompassing archive policy. This policy contains information on what they collect and who can use the records. It should be written clearly and easy to understand, even for a person that did not study records management, but is still relevant to archival studies and international standards and is regularly updated. It identifies the responsible of the officer(s), departments. The state should support private archives to publish research, books, manuscripts, documents with national value and contains a scientific or historical issue. The policy should include acquisition statement that identifies what the archives preserve and collect. It ought to also indicate the types of records that are excluded (e.g. material in poor condition that requires special conservation treatments, material requiring special storage such as digital format, Microfilms, cinema films, etc.). The policy should also dictate the storage environment and offices location.

As it was already mentioned, the public archives as government entities receive certain budget and support from government, business man and other interested people in history and culture. We find the majority of public archives uses modern equipment in their business process, while the situation with private archives is different. They are owned and run by individuals and they might not have the financial ability to purchase a modern and highly developed hardware, equipment and services. In the same time, we can also find some private archives, such Banks archive or TV's archive, that have good financial abilities and use modern technologies such as public archives.

Archival law regulates the relationship between the public and private archives. It organizes collaboration in the mechanism of reading, borrowing, publishing books, support and restoration. Therefore, there have been special archives and archives dealing with immigrant minorities in some countries of the world. For example, people migrate in search for a better life, to study, work etc. People migrated to Canada and Australia for work and a better life. Those people are different races and live with indigenous people. This coexistence creates documents and records and may represent value as private archives for minorities or groups. These records contain personal, but perhaps historical information and should be preserved and maintained. The cooperation between public records and private archives must be legally mentioned in Archival Law in any country. People keep certain records as part of their culture or they have had personal interest which has led to creation of those records. Records in private archives are more likely to be of regular, at first not important creation. The original owner of these records must make a decision to preserve and maintain them. Offices or any other properties where private records were produced, stored and collected lack of suitable conditions, which affected records by from the damage by insects and fungi.

General policy of archival institutions provides technical support and guidance in how to preserve records and collections in private archives. For example, the National archives of Australia's policy offers impartial, confidential and free advice on the long-term care of the private records for the archive owners, particularly about:

- care, preservation and storage of the records,
- guidance on sorting and listing of records,
- information on suitable places for deposit,
- information on locations of related manuscript collections,
- assistance in identifying further sources of help and advice,
- general guidance on the availability of tax concessions for owners of manuscripts.

Legal regulations must be in force in order to construct the private archives. Within the clear and organized regulations we can arrange and organize the procedures of the private archives in discernption and classification and preparation of the infrastructure for the archives building including repertories and the procedures.

Collaboration must follow the archival policy and the two most important principles of the cooperation between private and public archives and also in general are respect for provenance and original order of the records. Respect for provenance means keeping the integrity of the records of an individual or organization by not the mingling the original records with others. For example, if the records of secre-

tariat, financial department and committee within an organization are created separately, then they ought to be described separately and then linked to the head office or directory that they originate from.

Many private archives do not have qualified people working for or with them in order to follow the international standards in record management. The public archives should help them to arrange and organize private archives to preserve them for future generations and prevent damage. They should advise private archives on description, preservation, storing records, building infrastructure, security, storage space organization, shelving restoration and sterilizations, environmental conditions and disaster recovery plans etc.

In Oman, owners of private records with historical or personal information do not know the modern standards for preservation of their collections in the correct and secure way, in order to preserve them for longer periods. The National Records and Archives Authority (NRAA) is implementing an ambitious plan to raise awareness on records management and permanent storage to these owners. They visit private archives and present them explanations of the modern mechanism in storage and preservation of records. NRAA encourages private archives and private records owners to cooperate with NRAA, updating them on the latest information and standards in storing documents, restoration and stimulate them to open for public for scientific research. Among the methods used are:

#### **- Visits**

There is a special work team in NRAA which arranges annual visit to the private records owners and private archives in Oman at their homes and other locations. They explain them what the best way to preserve the record by current standards and represent the cooperation available between NRAA and private archives as owners. During this visit the team encourages the owners to restore the documentation and saving it digitally with the help of NRAA. In 2017, 110 visits to private archives and private owners took place in Oman.

#### **- Seminars and awareness campaigns**

As we know, face to face meetings are an important indication of the sincerity of the cooperation. Seminars organized in this field give special importance and open doors to new and more cooperation. Such seminars and awareness campaigns represent enable for most of the private archives, libraries and museums to meet and exchange experience and introduce modern ideas to serve their institutions. During the year 2017, NRAA organized a number of seminars and conferences and collaborated with numerous exhibitions locally and abroad. To these events NRAA invited the private archives to show some of their documents and records at such events, which that lead to impression and interest from the owners of the private archives and the visitors.

Abdulmohsin Said Sultan AL-HINAI: Private Archives and Their Role in Preserving the Nations Memory, 67-77



**- Induction via media**

Media or information in general today have one of the strongest impact on people. Introducing the private archives and the cooperation with public archive to a broader public must necessarily highlight the national identity of the country and the history of the families and intellectual activity in the society.

حان الوقت 98.5 | 98.5 | 97.5

مع الشبية  
صوت الأحد إلى الأربعاء  
2:00 - 4:00

البرنامج الجوال: 94799975  
لتراسل النصبة: 90018 | لتواصل: 24999000 و لواتساب: 94799975

# بلادنا



خالد الشقفي:

# «الوثائق والمحفوظات» تبذل جهوداً كبيرة لحماية التراث الوطني

« من الأهداف الرئيسية للهيئة البحث عن الوثائق المتعلقة بالدولة في الخارج



مسطح - جون الموسوي

**تجرب الهيئة بالبحث والدارسين وتساعد وتدعمهم في تهيئة بيئة اطلع في الجانب البحثي والفكري**

خلال خطة 2018، جدد الفكر أن الهيئة عملت في فريق الدعم الفني لتلقي الفهم ببرامج حماية الأرشيف على تطبيق هذه الأنظمة على أرض الواقع وفق نظام التقييم وجداول عدد الأرشيف وفق تقارير دورية لمختلف الجهات الحكومية لتقديم مدى التزام هذه الجهات بتطبيق أنظمة إدارة الوثائق الحكومية. عملت الهيئة على إرساء نظام إدارة الوثائق المشتركة بتاريخ 19 مايو 2012م وشرعت الهيئة بعد ذلك مباشرة بالتنسيق مع الجهات المعنية لتطبيقه من خلال برنامج عمل شامل أكثر من 67 جهة ومن ثم الإشراف عليه ومماثلة ورصد مدى تقدم الجهات ومسوري الإنجاز. ورفع تقارير التقييم الدورية للجهات في تلك الجهات للوقوف عليه.

**أما تقييم إدارة الوثائق الشخصية والمحفوظات الحكومية**

لقد تمثلت رؤية الهيئة في إرساء نظام عصري لإدارة الوثائق والمحفوظات مبني على أسس علمية وتقييم في تنظيم الوثائق والأساندة من مختلف دول العالم.

**في تقييم إدارة الوثائق الشخصية والمحفوظات الحكومية**

لقد تمثلت رؤية الهيئة في إرساء نظام عصري لإدارة الوثائق والمحفوظات مبني على أسس علمية وتقييم في تنظيم الوثائق والأساندة من مختلف دول العالم.

**ما تقييم إدارة الوثائق الشخصية والمحفوظات الحكومية**

لقد تمثلت رؤية الهيئة في إرساء نظام عصري لإدارة الوثائق والمحفوظات مبني على أسس علمية وتقييم في تنظيم الوثائق والأساندة من مختلف دول العالم.

**أما تقييم إدارة الوثائق الشخصية والمحفوظات الحكومية**

لقد تمثلت رؤية الهيئة في إرساء نظام عصري لإدارة الوثائق والمحفوظات مبني على أسس علمية وتقييم في تنظيم الوثائق والأساندة من مختلف دول العالم.

**أما تقييم إدارة الوثائق الشخصية والمحفوظات الحكومية**

لقد تمثلت رؤية الهيئة في إرساء نظام عصري لإدارة الوثائق والمحفوظات مبني على أسس علمية وتقييم في تنظيم الوثائق والأساندة من مختلف دول العالم.

**من منطلق حماية التراث الوطني، هل هناك إنجازات جديدة للهيئة في هذا الشأن؟**

جاءت من الأهداف الرئيسية للهيئة البحث عن الوثائق المتعلقة بالدولة في الخارج واستكمال لها المشروع توسيع الهيئة البحث عن الوثائق المتعلقة بالدولة في دول العالم حيث تم التحصل على وثائق من بعض الدول العميرة مثل الجزائر وتونس، والبحرين واليمن في كل من العراق ولبنان والسودان، كما أن عمليات البحث عن وثائق وفرنسا وإيطاليا وروسيا وأستراليا وغيرها.

وفي هذا الشأن فإن الهيئة عملت على فتح القناة وتحت الهيئة مذكرات تفاهم وتعاون مع الأرشيف الوطني في لبنان والذي يعد مستودعاً مهماً للوثائق المتعلقة بالدولة بحكم الوجود العمالي آنذاك، وستوقع قريباً مذكرة تفاهم مع المملكة العربية، وعلى المستوى الوطني، قامت الهيئة بتوقيع مذكرة تفاهم مع خلافا الوثائق للمسامة والتي يسهم من خلالها تبادل الصور الجوية والخرائط والمعلومات



إقامة معارض تذكارية



جول زيارة الميكرو فيلم



زيارة التخزين الإلكتروني

Abdulmohsin Said Sultan AL-HINAI: Private Archives and Their Role in Preserving the Nations Memory, 67-77

- Communicating directly through a phone call

Communication directly between public and private archive gives us less concern and more trust between each other. That will boost confidence on cooperation between each other and the operation will become more organized.

- Organization and invitation to the annual ceremony

Organizing an annual ceremony for the owners of the valuable private records and private archives, in order to show and honor the achievements they done by giving them a traditional prize. That encourages people to introduce themselves and their history to the public archives and public.





## Companies and archives?

Companies manage records that are not accessible to public or public archives and contain companies' private information. Just as public archives, private archives must follow certain discipline and management function concerned with systematic of management technique and control of information, created or received in the organization business' activities.

Records have distinct lifecycle. All records are current records, there are intermediate record, then archival or on the opposite - disposal records. All information and data created, sent or received during the working life of the business is potentially an archival record. Records provide evidence of the creators' business activities and function. Records in the companies can be in physical, digital or any other format. The companies manage their archives in order to hold on acquired knowledge and evidence of all the activities. Archives can provide evidence against hostile ligation, trademark infringement or assault on reputation. According to Business Archives Council, around 20% of FTSE 100 companies and many private companies employ a specialist in records management as archivist, to actively take advantage of their business records for business activities such as:

### Growth

Archives store important information and records of companies' business, so that they can use it for marketing activities and customer's service in order to increase trade market and assert its brand. *Archives have direct commercial value as source of new product innovation as they are literally full of ideas that can be re-discovered and re-packaged for today market.*

### Differentiation

Every company has set special achievement for their business, a mission and a vision, company culture, reputation, product and people. To achieve that, the company should create product documentation, website advertisement, attractive social media and employ experts to enhance the business. Loyal employees can represent pride of the company that add value on the competitive market. To reach all mentioned above, company must provide a pleasant working atmosphere, transparency and positive motivation.

### Protection

Archive is the basis and memory of the business, holding information on history of the business, commercial and other activities. Archives hold evidence of hostile ligation that might have happened between the companies and their customers. This data must be dealt as confidential, because it might include personal information such as health business of the private hospitals or customers banking account etc. All these data needs to be organized, to be later found easily if needed. As time passes, the information and records accumulate and cannot be recovered easily with the arrangement of documents unless by a specialist archivist, sorting records by records life cycle and return schedules. Archival experts know how to access to the records and how to specify the evidential value.

There are tools and procedures to determine the right date of establishment and creation of the archival record, selecting the right records and using them.

Archival records are stored in the companies' repository. In this context, the stored document is required to suit the international standards to be qualified as record such as:

- Compliance with international standards
- Provide assistance in litigation, enabling to produce evidence in legal disputes and challenge disputes resolution.
- Better strategic planning, by accurate and accessible records, used for future planning and better decision-making.
- Can be used for the research purposes, can be used as reference in clinical trials and tests over long period of time.
- Corporate memory, can be used in order to avoid past mistakes and make improvements.

We can see the impact area of the archives that have been formed for the purpose of meeting information needs of administrative acts, that have converted into an information center. The latter meets the needs for both the companies and their customers and research, and this information reminds valid even for future generation.

### Family Search (as a representative model)

Family Search is a non-profit organization, one of the largest companies working on preservation of the history of families. For more than 100 years this organization has been seeking out and preserving records of historical and genealogical importance. They have partnered with more than 10.000 archives and more than 200,000 volunteers worldwide. The records they collect include documents such as civil registration records, church records and probate census with complied source such as family histories. Family Search uses latest technology and processes for image capturing, digital conversion, online index and online access to preserve their collections. Family Search works within international standards and as a member of ICA, from them receives international credibility and reliability. They cooperate with over 100 countries worldwide. They capture or microfilm important records collections from other collaborating countries. At the same time, they work on over 200 projects internationally. In addition, they operate a network with over 4.600 local family history centers around the world.

National archives published information about the personal people and families that were collected by the families itself and later donated or sold to the archives. Such records might be even transferred from the government agencies. For example, National Archives of Australia is a rich source for family historians, for publishing family stories in books such as Family Journey, Keeping Family Treasures etc. Over 50.000 Australian are involved in the tracing their family history. Research in family history can be interesting and surprising because of the events and activities that the family was involved in or contributed to.

### Conclusion

Private archives deposit scientific and historical value, light up our routes on a way to exploring and describing the reality of the community. They also represent an exceptional character as cultural reflection in the nation's memory and important source besides the public archives. Whatever the definition of private archives in all the varieties, they all lead to the conclusion of private archives being one of the main and most important sources of information and documentation for scientific research and nation's memory. The owners of these archives contributed on building their country in renaissance, cultural, intellectual, scientific, military, economically and religious way, thus making these archives an important reference. Records and archives law in many countries specifies the relations between public and private archives with regard on how the private archives are also important. Therefore, the private archives owners should oblige to keep the archives in proper condition by following the procedures, the internal and international standards. They should seek to protect and maintain the records from any damage and to introduce the modern system, software and provide new buildings by international standards. Motivation and support for the owners of private archives from the government would create good relation and that would reflect on with good cooperation and protecting the documentation in the right way. The state should support the private archives in order to publish research, books, manuscripts, and documents containing the national value and scientific and historical issues. Cooperation with the private establishments is an important issue for collecting, organizing and keeping of records and documents for longer periods of time. Adopting proper approach with private archives to preserve added value to the memory of the nation is a must, while the public archives must also be in a continuous contact with private archives, in order to manage their records and collections in accordance to the international standards, starting from the infrastructure of the building to the digital preservation.

## References

- Millar, Laura A (2010), *Archives principles and practice*, London, 1<sup>st</sup> ed Facet publishing.
- Fisher, Rob (2009), in search of a Theory of Private Archives: The Foundational Writings of Jenkinson and Schellenberg Revisited. available at <https://archivaria.ca/index.php/archivaria/article/download/13205/14480> (accessed on 15.06.2018).
- Keep it for the future, *How to set up small community archives*, National Archives of Australia,
- Yalçın, Y and Akgün M, (2014), Reconstruction OF Private Archives in Turkey. *JournalBlkan Libraries Union* available at <http://dergipark.gov.tr/jblu/issue/18608/196374> (accessed on 20.06.2018).
- Records and Archives law (2011), official Gazette of Sultanate of Oman, n. 843.

## SUMMARY

Records in private archives are not less important than those in the public archives, which contain information related to the achievements of nation. There are many definitions on private archive from the researchers in records management, but they are all leaning towards the definition of it as records created by individuals or corporate entities (including non – profit organizations). Among the organizations that can be considered to have and they do have private archives there are varieties of business, charities, religious bodies, banks etc. That also includes special collections such as manuscripts, old books, records reciprocal between people or agencies. Many people have generously contributed to the establishment of private archives and sacrificed their time, their family's treasures and antiques. These private archives are open for public and researchers and could be shared with public archives. Interest and research in family's history has recently increased. People have recognized how important the preserving of their family's records for future generation is. These records vary from photographs, documents, dairies, certificates, audio and video records, newspaper clippings, symbols and Niashen and decorations, scientific research and university studies. These collectibles vary from the individuals to organizations. There can be found collectibles related to the life and subsequent history of the families, tribes. In Oman, many private archives, libraries and museums also contain corresponsive archaeological collections, which indicate the history of the civilization and nation. There is continuous coordination between private archives and National Records and Archives Authority with help to the first with the organization of working process and support. Public Archives are obligated by law to share guidelines and principles of records keeping with private archives. Records keeping whether in public institutions or private institutions needs special requirements and principles. The organizations store records of their past and present activities and achievement. Preservation of these collections and achievements needs a special requirement, responsibilities and procedures, which must follow and be consistent with the Archival Law. In the same time records keeping also allows organizations to plan well the long-term plans and demonstrate their accountability to staff members, other stakeholders and wider public. Records can be strong evidence if needed. They can be submitted on the legal issue or any other dispute to explore the case further, support it or be understood better. Private archives should follow and manage their records along with international standards. Records keeping can be an expansive, it can be difficult to organize and later find the information you actually need and to keep important sanative information secure. Private archives should manage their records by putting them in the breach of the Data Protection Act (DPA) in order to keep it protected as long as they are stored and managed securely. Private archives can represent a wealth that does not matter to the owners of it themselves, but to the state in general. Therefore, public archives have to enact laws and procedures in order to preserve this wealth and work together with the private archives owners.

Typology: 1.04 Professional article

Submission date: 25.07.2018

Acceptance date: 08.08.2018